

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**10/5/2021**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Award of Contract - 2022 Surveying Services	Andy Sikich Public Works Director

**SYNOPSIS**

A motion is requested to award a contract for surveying services to Engineering Resource Associates, Inc. of Warrenville, Illinois in the amount of \$28,900.00 for various 2022 Community Investment Program (CIP) projects.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2021-2023 include *Top Quality Infrastructure*.

**FISCAL IMPACT**

The FY21 budget includes funds in the Water Fund for these services.

**RECOMMENDATION**

Approval on the October 5, 2021 consent agenda.

**BACKGROUND**

Each year staff designs many of our Community Investment Program projects. As a basis for this design, topographic surveys of the existing conditions are procured from pre-qualified surveying firms. This work includes locating property corners, utility structures, and existing surface features such as curb, pavement, sidewalk, etc.

Staff issued a Request for Proposal to provide electronic topographic survey information for various proposed 2022 CIP projects. Staff will prepare contract plans in-house after receiving the electronic topographic survey information for various street locations. The submitting firms and their associated costs are as follows:

<b>Consultant</b>	<b>Total Cost</b>
Engineering Resource Associates, Inc.	\$28,900.00
M. Gingerich, Gereaux & Associates	\$29,950.00
V3 Companies, Ltd.	\$33,156.00
Doland Engineering, LLC	\$34,525.00
Robinson Engineering, Ltd.	\$70,000.00

After reviewing the responses, Engineering Resource Associates, Inc. was identified as the firm that best meets the needs of the Village. Village staff recommends award of this contract for professional services to

Engineering Resource Associates, Inc. based on their understanding of the project, capability to perform the work, experience with similar projects, and proposed fee.

**ATTACHMENTS**

Contract

## Village of Downers Grove – 2022 Survey Services

**REQUEST FOR PROPOSAL  
(Professional Services)**

Name of Proposing Company: Engineering Resource Associates, Inc.

Project Name: 2022 Survey Services  
Proposal No.: WA-028

Proposal Due: Friday September 24, 2021 @ 10:00A.M.  
Public Works Facility, 5101 Walnut Ave.,  
Downers Grove, IL 60515

**Required of Awarded Contractor:**

Certificate of Insurance: Yes

Date Issued: Wednesday, September 15, 2021

This document consists of 27 pages.

Return **original and two duplicate copies** of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

SCOTT A VASKO, PE  
ENGINEERING MANAGER  
VILLAGE OF DOWNERS GROVE  
5101 WALNUT AVENUE  
DOWNERS GROVE, IL 60515  
PHONE: 630/434-6804  
FAX: 630/434-5495  
[www.downers.us](http://www.downers.us)

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The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

**SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.**

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this Contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

**DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT.** Proposers MUST submit an original, and 2 additional paper copies of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

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**I. REQUEST FOR PROPOSALS****1. GENERAL**

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to **the time and date set forth on the cover page of this Request For Proposal.**
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: Scott A Vasko, in a sealed envelope marked "SEALED PROPOSAL for 2022 Survey Services." The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

**2. PREPARATION OF PROPOSAL**

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions

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necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

**3. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.

3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

**4. RESERVED RIGHTS**

4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

**II. TERMS AND CONDITIONS**

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**5. VILLAGE ORDINANCES**

- 5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

**6. USE OF VILLAGE'S NAME**

- 6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

**7. INDEMNITY AND HOLD HARMLESS AGREEMENT**

- 7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

**8. NONDISCRIMINATION**

- 8.1 Proposer shall, as a party to a public contract:
- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
  - (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.
- 8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Sec. 12101 et. seq.

**9. SEXUAL HARASSMENT POLICY**

- 9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy

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that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

## **10. EQUAL EMPLOYMENT OPPORTUNITY**

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and

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Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

### **11. DRUG FREE WORK PLACE**

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

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- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**12. PATRIOT ACT COMPLIANCE**

- 12.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

**13. INSURANCE REQUIREMENTS**

- 13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:
  - 13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
  - 13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
  - 13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
  - 13.1.4 Claims for damages insured by the usual personal injury liability coverage which

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are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;

- 13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
  - 13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
  - 13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
- 13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

### **14. CAMPAIGN DISCLOSURE**

- 14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

### **15. SUBLETTING OF CONTRACT**

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

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**16. TERM OF CONTRACT**

- 16.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

**17. TERMINATION OF CONTRACT**

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

**18. BILLING & PAYMENT PROCEDURES**

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.
- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.3 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

**19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE**

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

**20. STANDARD OF CARE**

- 20.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.

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20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.

20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) construction means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contractor(s') failure to perform its work in accordance with contract documents.

**21. GOVERNING LAW AND VENUE**

21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

**22. SUCCESSORS AND ASSIGNS**

22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

**23. WAIVER OF CONTRACT BREACH**

23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

**24. AMENDMENT**

24.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

**25. NOT TO EXCEED CONTRACT**

25.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

**26. SEVERABILITY OF INVALID PROVISIONS**

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

**27. NOTICE**

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- 27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager  
Village of Downers Grove  
801 Burlington Ave.  
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

**28. COOPERATION WITH FOIA COMPLIANCE**

- 28.1 Contractor acknowledges that the Freedom of Information Act does apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 et seq.)

**29. COPYRIGHT or PATENT INFRINGEMENT**

- 29.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

### **III. DETAIL SPECIFICATIONS**

**1. SCOPE OF WORK**

- 1.1 The Village of Downers Grove is seeking proposals from pre-qualified surveying firms to provide topographic surveying services relating to the scope of work stated below.
- 1.2 The Consulting firm shall be licensed in the State of Illinois, and is to perform all professional surveying services for the project. The work will be comprised of all field surveys and drafting services, as more fully described below, necessary to accurately depict

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the existing right-of-way lines, adjoining private property, ground surface features, underground utilities (i.e. water, storm and sanitary pipe sizes, rim and invert elevations, pipe material, etc.) and type of utility structures.

1.3 The survey work is listed below:

No.	Street Segment	From	To	Approx Length (FT)
1	<b>Puffer Road</b>	Hobson Road	61 <sup>st</sup> Street	1,325
2	<b>Chase Avenue</b>	Hobson Road	63 <sup>rd</sup> Street	2,300
3	<b>Janes Avenue</b>	Hobson Road	63 <sup>rd</sup> Street	1,700
4	<b>Woodward Avenue</b>	63 <sup>rd</sup> Street	South Village Limit	2,600
5	<b>71<sup>st</sup> Street</b>	Dunham Road	West Village Limit	3,200

SEE LOCATION MAPS IN EXHIBIT A:

1.4 Topographic Surveying shall include, but may not be limited to:

- Reference lines parallel to right-of-way lines. Base lines stationed south to north and west to east.
- Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet.
- Field survey work encompassing the entire right-of-way width of those streets noted. Where the primary right-of-way surveys are shown crossing other rights-of-way which are not to be fully surveyed, the right-of-way crossed by the primary survey shall be surveyed for a length of 100 feet outside the primary right-of-way line extended, in both directions, to show the complete intersection. The survey shall also include a minimum 15-foot width (or greater if specified) of the private property adjoining each side of the right-of-way (ROW), and shall include all adjacent building faces (regardless of distance from the ROW). Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required.
- All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum.

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- Copies of all field notes and electronic base maps of the identified segments in AutoCAD Civil3D (v.2013 or later) supplied to the Village. Plans shall be provided to the Village, for its use, in a digital format approved by the Village. Plans shall be provided in AutoCAD Civil3D format (2013 or later), and as .pdf documents. CAD drawings must be created using legitimate AutoCAD Civil3D software (by Autodesk) and must not be converted from another format or CAD software (e.g. no MicroStation conversions). Surface data shall also be provided. Copies of all support files (.shx, .ctb., .xml, etc) as may be necessary to plot a completed drawing shall be provided to the Village by the surveyor.
- Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical, telephone, and sewers. No digging for elevation verification of utilities will be required.
- Supply detailed information for all storm and sanitary sewer structures, pipes, culverts, end sections, water valves, hydrants, etc. within survey limits, and nearest downstream structure outside of survey limits.
- Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation, and elevations of roadway and driveway pavement over culverts..
- Locations and identification of all above ground features; i.e., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
- Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
- Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
- Contour lines plotted throughout the project with high points or low points indicated between similar contours.
- Plan views shown at a scale of 1" = 20'. All text shall be annotative.
- Providing compatible drawing files (AutoCAD Civil3D 2013 or later) on compact disk or other media approved by the Village. The Village will provide a template file and title block upon Consultant's request.

**2. DELIVERABLES**

- 2.1 The selected Firm agrees to complete the field survey and drafting services by the date

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requested. No additional working days will be granted by the Village for any reason, in that sufficient time is provided to offset any working days lost due to adverse weather preventing work, or site conditions due to recent weather preventing work.

- 2.2 The selected Firm shall begin work, weather permitting, on the project within five (5) days after receipt of the Notice to Proceed from the Village, to assure the completion and delivery of all field survey and drafting services by **November 24, 2021**. Deliverables for any specific location may be delivered once available, if applicable.
- 2.3 If the Village exercises its option to terminate this agreement upon default by the Proposer, the Proposer shall cause to be delivered to the Village all drawings and field notes, or electronic data files, if any, with the understanding that all such material becomes the property of the Village. The Proposer shall be paid the total maximum cost as set forth above, less the cost incurred by the Village in completion of the work.
- 2.4 The selected Firm shall furnish to the Village all project drawings, files, notes, and documents in an electronic format on a zip drive suitable for making prints and copies of reports, all of which shall become the property of the Village.

2.5 SCHEDULE OF PRICES

• Puffer Road from Hobson Road to 61 <sup>st</sup> Street	<u>\$3,200</u>
• Chase Avenue from Hobson Road to 63 <sup>rd</sup> Street	<u>\$5,500</u>
• Janes Avenue from Hobson Road to 63 <sup>rd</sup> Street	<u>\$4,200</u>
• Woodward Avenue from 63 <sup>rd</sup> Street to South Village Limit	<u>\$8,500</u>
• 71 <sup>st</sup> Street from Dunham Road to West Village Limit	<u>\$7,500</u>
<b>Total</b>	<u>\$28,900</u>

3. CONTACTS

- 3.1 All questions concerning the project, the submittal of Proposals, the Village’s review and evaluation of submittals should be directed to:

Scott Vasko  
 Village of Downers Grove  
 5101 Walnut Avenue  
 Downers Grove, Illinois 60515  
 Phone 630-434-6804  
 svasko@downers.us

4. SELECTION PROCESS

- 4.1 All responses to this RFP that meet the submittal requirements and the submittal deadline

## Village of Downers Grove – 2022 Survey Services

will be evaluated as described below.

Step One:

The Village will review and evaluate each firm's proposal based on the requirements for submittal described above. The evaluation will include but not be limited to the following:

- Approach to organizing and understanding of the project
- Responsiveness to requirements, terms, timeliness and conditions for project performance
- Cost

*(Please do not include information or materials that are not relevant to or requested by this solicitation.)*

Step Two:

Village staff will recommend a firm to Village Council based on the entire submittal package. The Village reserves the right to determine the criteria for and select the best overall qualified firm, in the Village's opinion, to execute the scope of work on behalf of the Village.

Step Three:

The Village will send a Notice of Award (NOA) letter to the selected firm, followed by a Notice to Proceed (NTP).

Village of Downers Grove – 2022 Survey Services

**IV. PROPOSER’S RESPONSE TO RFP (Professional Services)**

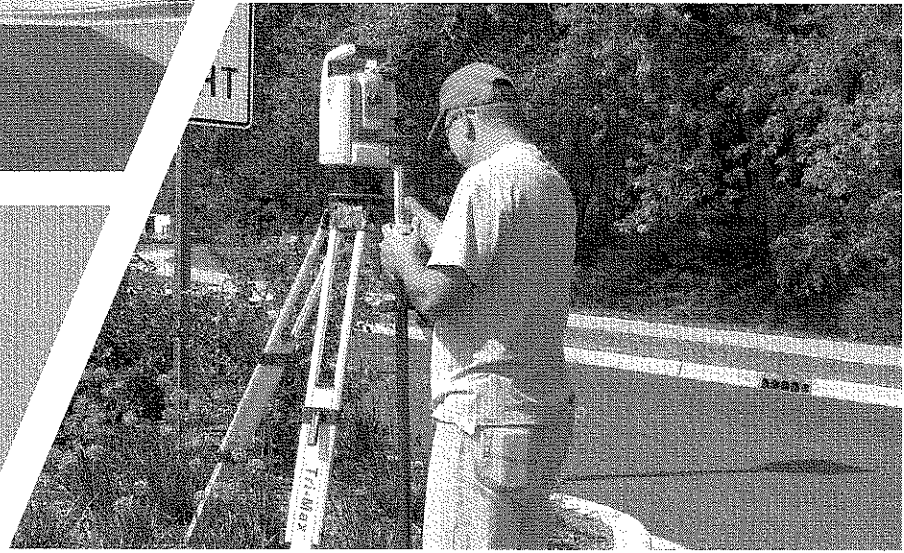
**(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer’s response will become the contract with the Village.)**



**ENGINEERING**  
RESOURCE ASSOCIATES

**PRIMARY CONTACT:**

Marty Michalisko, PE, CFM  
Project Manager/ Principal  
3S701 West Avenue, Suite 150  
Warrenville, IL 60555  
P: 630-393-3060 x1031  
MMichalisko@eraconsultants.com



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**PROPOSAL FOR:**

2022 Survey Services (WA-028)

**PREPARED FOR:**

Village of Downers Grove  
ATTN: Scott A. Vasko, PE  
Engineering Manager  
5101 Walnut Avenue  
Downers Grove, IL 60515

**DUE:**

September 24, 2021 at 10:00 AM



September 24, 2021

Scott A Vasko, PE  
Staff Engineer II  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, IL 60515

**Subject: Proposal for 2022 Survey Services (WA-028)**

Dear Scott:

Engineering Resource Associates, Inc. (ERA) is pleased to submit our proposal to the Village of Downers Grove for the 2022 Survey Services. Our proposal is based upon the request for proposal, our extensive knowledge of the Village, and our experience on similar assignments with the Village of Downers Grove and other local municipalities.

ERA has the qualifications and capabilities to provide cost-effective and efficient land surveying services for the Village of Downers Grove. ERA is familiar with this type of service and has provided survey services to the Village of Downers Grove and other agencies including the City of Naperville (2017-2021), Village of Glen Ellyn (2016-2017), City of Warrenville (2017-2021).

Highlighted below are just a few of the advantages ERA offers:

- Nearly 100 years of combined staff land surveying experience
- Office location is 6 miles from village limits and less than 15 minutes away
- Extensive experience in Land Surveying, Field Engineering, Technical Design and Office Support
- Many successfully completed municipal surveying projects
- Utilize latest technologies including GPS and robotic equipment
- New drone survey technology for cost efficient survey
- Extensive experience working with Village of Downers Grove staff
- Substantial experience with right-of-way surveys within Village limits and other communities

We appreciate the opportunity to be considered for this assignment and we look forward to the opportunity to continue working with the Village of Downers Grove. If you have any questions regarding our submittal, please contact me at 630.393.3060 x1031, or via email at [mmichalisko@eraconsultants.com](mailto:mmichalisko@eraconsultants.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Michalisko', is written over a light gray background.

Mary Michalisko, PE, CFM  
Project Manager/Principal

**WARRENVILLE**

3S701 WEST AVENUE, SUITE 150  
WARRENVILLE, IL 60555  
P 630.393.3060

**CHICAGO**

10 SOUTH RIVERSIDE PLAZA, SUITE 875  
CHICAGO, IL 60606  
P 312.474.7841

**CHAMPAIGN**

2416 GALEN DRIVE  
CHAMPAIGN, IL 61821  
P 217.351.6268



## Project Understanding and Approach

### Project Understanding

Engineering Resource Associates, Inc. (ERA) understands that the Village of Downers Grove desires land surveying services for Puffer Road from Hobson Road to 61st Street, an approximate distance of 1,325'; Chase Avenue from Hobson Road to 63rd Street, an approximate distance of 2,300'; Janes Avenue from Hobson Road to 63rd Street, an approximate distance of 1,700'; Woodward Avenue 63rd Street to the southern Village limits, an approximate distance of 2,600'; and 71st Street from Dunham Road to the western Village limits, an approximate distance of 3,200'. It is understood that the survey requires 100-feet of overlap at each intersection.

### Drawing Requirements

ERA shall adhere to the Village of Downers Grove's drawing requirements and include plan views at 1" = 20', and profile views at a scale of 1" = 20' horizontally in AutoCAD Civil 3D 2013 or later. Spot elevations on paving or other hard surfaces shall be to the nearest 0.01 foot; on other surfaces, to the nearest 0.1 foot. ERA will use Illinois State Plane Coordinates System (NAD 1983) for horizontal control, National Vertical Geodetic Datum (NGVD), and DuPage County datum (NAVD88) for vertical control and give the Permanent Identification (PID) and description of the source benchmark used.

### Land (Boundary) Survey Requirements

ERA will attempt to recover right-of-way monumentation and indicate those found locations on the drawing. Base lines stationing South to North and West to East shall be established within the right-of-way. Drawings shall depict locations of said right-of-way and adjacent private boundary lines together with monumentation recovered to establish said lines.

### Topographical Survey Requirements

Field survey shall encompass the entire right-of-way width of streets in question, except when described otherwise, plus a 15-foot width overlap of parcels adjoining each side of the right-of-way, including building faces. Crossing right-of-way shall be surveyed for a length of 100 feet in both directions outside of the primary right-of-way extended.

Detailed topography of included areas will show contours at one-foot intervals, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation. Also included: surface evidence, including markings, of all public utilities, as well as elevations of roadway and driveway elevations over culverts; all above-ground structures and pavement; all landscape materials, including bushes, trees 2" in diameter and larger, flower beds, paths, walls, etc.; any other existing, above-ground, visible features. IDOT standard drafting symbols and line weights shall be used, and lot line intersections, lot numbers and common addresses included.

### Scope of Work

Topographic Survey/Existing Conditions Plans – ERA will complete a topographic survey including the following:

- a. Reference lines parallel to right-of-way lines. Base lines stationing south to north and west to east.
- b. Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet.



## Project Understanding and Approach

- c. Field Survey work encompassing the entire right-of-way width of the streets noted. Where the primary right-of-way surveys are shown crossing other rights-of-way which are not to be fully surveyed, the right-of-way crossed by the primary survey shall be surveyed for a length of 100-feet outside of the primary right-of-way line extended, in both directions, to show the completion of the intersection. The survey shall also include a minimum 15-foot width of the private property adjoining each side of the right-of-way and shall include all adjacent building faces. Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation is not required.
- d. All survey work shall use NAVD 88 for vertical datum and USGS NAD 83 for horizontal datum.
- e. Copies of all field notes and electronic base maps of the identified segments in AutoCAD Civil 3D supplied to the Village. Plans shall be provided to the Village, for its use, in a digital format approved by the Village. Plans shall be provided in AutoCAD Civil3D format (2013 or later), and as pdf documents. CAD drawings must be created using legitimate AutoCAD Civil3D software (by Autodesk) and must not be converted from another format or CAD software (e.g., no MicroStation conversions). Surface data shall also be provided. Copies of all support files as may be necessary to plot a completed drawing shall be provided to the Village by the surveyor.
- f. Field locations (horizontal dimensions) of all buried/marked utilities, i.e., gas, electrical, telephone, and sewers. No digging for elevation verification of utilities will be required.
- g. Supply location information for all storm and sanitary sewer structures, culverts, end sections, etc., water valves, hydrants, etc. within the survey limits.
- h. Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation, and elevations of roadway and driveway pavement over culverts.
- i. Locations and identification of all above ground features, i.e., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
- j. Locations of all landscape materials, i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes shall be measured four and one-half feet above the highest ground level at the base of the tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
- k. Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
- l. Contour lines plotted throughout the project with high points or low points indicated between similar contours.
- m. Plan views shown at a scale of 1" = 20'. All text shall be annotative.
- n. Providing compatible drawing files on compact disk or other media approved by the Village. The Village will provide a template file and title block upon Consultant's request.

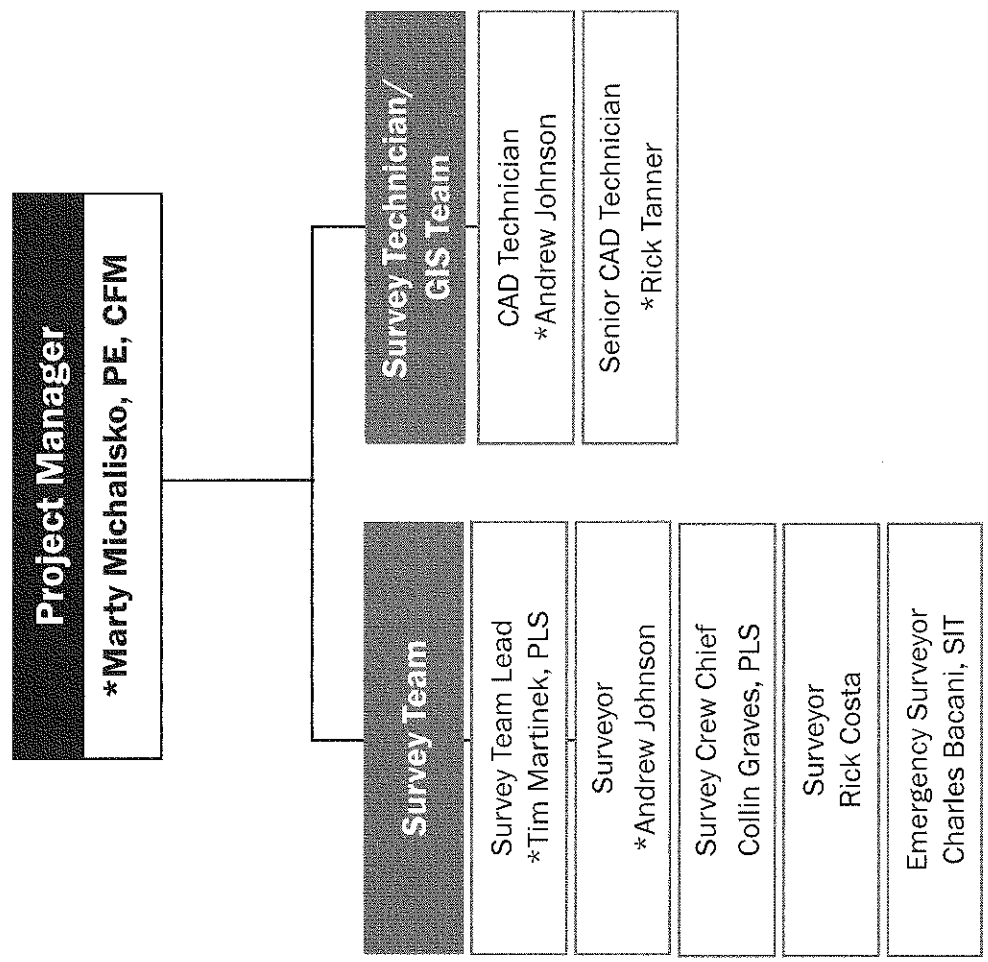
### Schedule

ERA will begin the work within 5 days after the notice of proceed is given. We have discussed our survey schedule and have dedicated a survey/drafting team to complete the work by the November 24, 2021 deadline.



# Organizational Chart

Proposal  
2022 Survey Services



\* Resume Included



**Marty Michalisko, PE, CFM**  
Principal/Project Manager

### Project Role:

**Marty Michalisko, PE, CFM**, will serve as **Project Manager** and the primary contact for the topographic survey project for the Village of Downers Grove. He has worked on many projects with the Village of Downers Grove over the last several years and is very familiar with the area. Marty will plan, organize, and schedule our surveying team as tasks come in. He will be the single point of contact for the Village.

### Project Experience:

**Surveying and Drafting Services, Glen Ellyn, IL** – Project Manager for surveying and drafting services for capital improvement programs for the Village of Glen Ellyn. Survey and drafting services were provided for various types of projects including roadway rehabilitation and reconstruction, storm sewer improvements, water main improvements, and parking lot and sidewalk improvements. Two main projects included: 2017 Roadway Rehabilitation Program and 2018 CIP Survey and Drafting Services

- **2017 Roadway Rehabilitation Program** – Survey and Drafting Services: ERA provided topographic survey and base plan drafting services for over 3,300 feet of right-of-way along primarily residential roadway corridors. The project included street rehabilitation and sidewalk improvements at four locations throughout the Village.
- **2018 CIP Survey and Drafting Services:** ERA provided topographic survey and base plan drafting for over 6,300 feet of right-of-way along residential roadway corridors as well as a 38,000-square foot parking lot. The scope of these projects included combinations of street resurfacing, street reconstruction, water main improvements, storm sewer improvements, sidewalk improvements, and parking lot improvements.

**2017-2019 Various Land Surveying Services, Naperville, IL** – Project Manager for various work orders related to construction layout, boundary surveying, and topographic surveying. Managed the approached projects with desired outcomes in mind to ensure that deliverables meet the project goals. Provided construction layout services related to equipment foundations and fence installations. Oversaw the records research, boundary measurements, and boundary determination for preparing plats and staking of property lines. Coordinated with city staff and supervised field crews related to topographic surveying of existing conditions for future design projects. Managed the communicated with city staff to discuss work scopes and project goals to provide proposals and quality work products in a timely manner.

**On-Call Surveying Services, Downers Grove, IL** – Project Manager of various on-call surveys in 2014-2016 for the Village of Downers Grove. Marty worked closely with staff leaders to ensure the final product represented the Village needs.



### Education/Certifications:

- Bachelor of Science  
Civil Engineering  
University of Iowa – 2000
- Surveying Curriculum  
Southern Illinois University  
(Off Campus) – 2006-2008
- PE – IL – 062-058762, 2006
- CFM – IL – 06-00260
- Kane County Qualified Review  
Specialist – E-221
- DuPage County MEG Chair

### Areas of Expertise:

- Stormwater/floodplain modeling
- HEC-2, HEC-RAS, FEQ, HEC-1, HEC-HMS, TR-20, Hydra, WSPRO, SWMM, PCSWMM, XPSWMM, HY-8, Pond Pack, Hydraflow, Optimizer
- Drainage Designs
- Storm Sewer Designs
- Drainage Investigations
- Flood Studies
- Practical Solutions
- Cost-effective Solutions
- Permitting Process
- Permit/Stormwater Reviews

### Years of Experience:

- 20 years, 20 with ERA

**ENGINEERS | SCIENTISTS | SURVEYORS**



**Marty Michalisko, PE, CFM**  
Principal/Project Manager

### Project Experience Continued:

**Downers Grove Stormwater and Floodplain Reviews, Downers Grove, IL** – Project Manager (Lead Review Engineer) for proposed commercial and residential projects in Downers Grove ensuring compliance with the Village of Downers Grove Stormwater and Floodplain Ordinance. He also provided site inspections to ensure developments were following their SWPP plans for compliance with the Village's NPDES permit.

**55th and Grand Headwall Replacement, Downers Grove, IL** – Lead Water Resource Engineer for the headwall replacement project. The existing headwall failed and the debris prevention system was not performing efficiently. In order to adequately transition grades, stabilize the adjacent streambanks and efficiently prevent debris from entering the culvert, the entire culvert inlet system was redesigned. ERA incorporated a unique customized HDPE grate that eliminated sharp edges and use a special trash rake to reduce debris blockage and simplify maintenance. The system allows for cleaning during floods as maintenance can be performed from above without entering flood waters.

**Tall Trees and Midwest Club Lift Station Replacement, Flagg Creek Water Reclamation District, IL** – Project Manager produced plans and specifications for the replacement of two lift stations into one consolidated enclosed lift station structure. The project included the coordination with electrical and architectural design services for lift station control panel enclosure, and the production of site plans for the lift station structure and 2,700' of new gravity sanitary sewer. The project included obtaining permits in accordance with the Village of Oak Brook's Stormwater and floodplain ordinance. Existing floodplain on site required compensatory storage and proper floodplain protection for all proposed structures.

**Stormwater Watershed Modernization Plan, Glencoe, IL** – Project Manager supervising all phases of several stormwater management projects within the Village of Glencoe. Projects included the modernization of the village's stormwater master plan, recommendations of conveyance improvements to nine drainage basins, and final design of six drainage basin improvement projects. Tasks included field survey, data acquisition, hydraulic surveys, extensive hydrologic and hydraulic modeling using XPSWMM and XPSWMM 2D, alternatives analysis, preliminary design, final design, cost estimating, report preparation and construction administration. The modernization work included the recommendation of creative cost-effective solutions that have significantly improved flooding problems and water quality within the Village.

**430 S. Washington, Naperville, IL** – Project Manager for services including: Reviewing Previous Studies, Environmental Analysis & Testing, providing Site Survey & Concept Plan, Permitting, working with Landscape Architect (GRWA), Preliminary Design (i.e. site grading, stormwater and floodplain analysis and design, structural design), Preliminary Plans, Specifications & Estimates (PS&E), and Preliminary Design Report.

### Special Training:

- IDOT Construction Documentation and Highway Engineering Principles
- Haestad Methods Floodplain Mapping Design and Modeling (HEC-HMS, HEC-RAS)
- ASCE Sponsored FEQ Modeling Course
- Optimizer Training Course

### Professional Experience:

- Engineering Resource Associates Project Manager/Project Engineer (1999-Present)
- Village of Carol Stream Engineering Intern (1998)

### Professional Affiliations:

- American Public Works Association Chicago Metro Chapter, Co-Chair Membership Committee, APWA Suburban Branch Past President
- Illinois Association of Floodplain and Stormwater Management
- DuPage River Salt Creek Workgroup
- Chairman of DuPage County's Municipal Engineer Stormwater Management Group



**Timothy Martinek, PLS**  
Lead Surveyor

### Project Role:

**Tim Martinek, PLS** will be the **Survey Team Lead** for the topographic survey project for the Village of Downers Grove. Tim has 20 years of experience and has managed both field and office personnel to complete numerous route and topographic surveys for various clients. Tim has performed and managed fieldwork related to IDOT and Illinois Tollway, land acquisition plats, and conveyance plats. He has completed field to finish survey projects utilizing the latest survey technology. Tim directs and coordinates all land surveying assignments. He personally oversees all necessary legal research, reviews, signs and seals all necessary plats; and ensures completeness and quality in the delivery of finished survey land products.

### Project Experience:

**2017-2019 Various Land Surveying Services, Naperville, IL** - Land Surveyor in charge of various work orders related to construction layout, boundary surveying, and topographic surveying. Approached projects with desired outcomes in mind to ensure that deliverables meet the project goals. Provided construction layout services related to equipment foundations and fence installations. Performed records research, boundary measurements, and boundary determination for preparing plats and staking of property lines. Coordinated with city staff and supervised field crews related to topographic surveying of existing conditions for future design projects. Communicated with city staff to discuss work scopes and project goals to provide proposals and quality work products in a timely manner.

**Park Place of Lombard, 2016, Lombard, IL** - Land Surveyor in charge of boundary surveying to determine property lines associated with the creation of a 6 lot residential subdivision. Prepared a final plat of subdivision and provided land surveying services for individual lots within the subdivision. Also in charge of construction phase land surveying services and as-built measurements associated with the development of related site improvements. Performed calculations and preparations related to the layout of: storm sewer, sanitary sewer, water main, residential foundations, driveways, and site grading. Coordinated and scheduled all staking requests in a timely manner.

**2017 Roadway Rehabilitation Program Surveying and Drafting Services, Glen Ellyn, IL** - Survey Lead for 3,300 feet of route topographic and existing conditions drafting for the Villages 2017 roadway Program. The work was fast tracked, in order for the Village Engineer to complete their design for spring bidding.

**2018 CIP Survey and Drafting Services, Glen Ellyn, IL** - Survey Lead provided topographic survey and base plan drafting for over 6,300 feet of right-of-way along residential roadway corridors as well as a 38,000-square foot parking lot. The scope of these projects included combinations of street resurfacing, street reconstruction, water main improvements, storm sewer improvements, sidewalk improvements, and parking lot improvements.



### Education/Certifications:

- Southern Illinois University  
Illinois IPLSA Sponsored  
Land Surveying Program,  
2001-2003
- Iowa State University,  
Bachelor of Science Degree,  
Major: Education - 1999
- PLS - IL - 035-003782

### Areas of Expertise:

- Manage field crews and directly oversee their work product
- Performed all necessary legal and boundary research in relation to survey projects
- Coordinate scheduling of crews for design and construction projects
- Strong knowledge in the preparation of survey products from field to finish of large development projects

### Years of Experience:

- 20 years, 5 with ERA



**Timothy Martinek, PLS**  
Lead Surveyor

### Project Experience Continued:

**87th Street & Woodward Avenue Intersection Improvements, DuPage County Division of Transportation, IL** - Land Surveyor in charge of boundary surveying to determine right of way and parcel lines of 15 properties to be affected by a roadway widening and reconstruction project. Also in charge of the preparation of a Plat of Highways for additional right-of-way and easement acquisition needed for the improvements associated with the reconstruction of the intersection.

**St. Joseph Creek South Stream Corridor Assessment, Downers Grove, IL** - Survey Lead for a hydrology/hydraulic analysis and stream assessment for the St. Joseph Creek South Branch. ERA identified areas in the stream that required stabilization and identified opportunities to meander the channel and naturalize the floodplain. ERA used XPSWMM modeling to develop design alternatives that would reduce flooding elevations and frequencies through a suburban residential neighborhood. Design alternatives included replacement of four culvert crossing, expansion of flood plain storage and development of on-stream detention basins. ERA worked closely with DuPage County to include the recommended projects in their overall EPA watershed plan. This allows Downers Grove to be eligible for 319 Funding.

**Building A Parking Lot Rehabilitation, Kane County Department of Transportation, IL** - Survey Lead for the rehabilitation of the 20 year old existing parking lot and implemented ADA improvements adjacent to Building A. Other enhancements included extending the parking lot approximately 50 feet north to the fence line to gain 4-6 additional parking spots.

**I-74 Salt Kettle Rest Area Improvements, Illinois Capital Development Board, IL** - Survey lead responsible for topographic surveying of the existing conditions for the replacement of a 30 years old septic system for the Salt Kettle Rest Area located a long I-74 just west of Danville, Illinois. Project included a cost benefit evaluation to rehabilitate existing system or connect to public sanitary system. Project included the design and construction oversight for the installation of a new sanitary 10 gallon lift station, over 10,000ft of forcemain, electrical services upgrade, and the abandonment and restoration of the septic sewage treatment system. Permitting was required through IEPA and Utilities Inc. and coordination was facilitated with adjunct gas station development to save project costs.

**Flood Prone Area Studies 2016, Wheaton, IL** - Survey Lead for the analysis of three drainage basins referred to as the Wakeman/Cadillac Upland Depression, Thomas Overland Flow Path, and Turf/Countryside/Ranch flood prone area. In total the study covered approximately 300-acres of a primarily residential area. XPSWMM 2D was utilized to perform the hydrologic/hydraulic modeling to better understand how the overflow path operated with the storm sewer system.

### Special Software and Equipment Experience:

- Autodesk AutoCAD Civil 3D
- Various Data Collection Devices and Software
- Proficient in use of Leica, Trimble, Topcon and Geodimeter Total Stations
- Proficient in use of Leica, Trimble, and Topcon GPS

### Professional Experience:

- Engineering Resource Associates (2016-Present)
- AES Consultants Ltd. (2013-2016)
- TERRA Engineering, Ltd. (2011-2013)
- Robert E. Hamilton Consulting Engineers, Inc. (2008-2011)
- Horizon Consulting Group (2007)
- Cardinal Land Surveying, LLC (2007)
- Smith Engineering Consultants - A Division of SEC Group, Inc. (2003 - 2007)
- Baird and Company Land Surveyors (2000-2003)

### Professional Affiliations:

- Illinois Professional Land Surveyors Association
- National Society of Professional Surveyors



**Andrew Johnson**  
Surveyor/CAD Technician

**Andrew Johnson** will be the **Primary Surveyor** for the topographic survey project for the Village of Downers Grove. Andrew has over 35 years of experience with surveying, CAD, resident engineering and resident inspection. He has successfully served in this role on recent projects in Downers Grove, Naperville, Glen Ellyn, DuPage County and Burr Ridge.

### Project Experience:

**2017-2019 Various Land Surveying Services, Naperville, IL** - Survey Crew Chief/CAD Technician of various work orders related to construction layout, boundary surveying, and topographic surveying. Approached projects with desired outcomes in mind to ensure that deliverables meet the project goals. Provided construction layout services related to equipment foundations and fence installations. Performed records research, boundary measurements, and boundary determination for preparing plats and staking of property lines. Coordinated with city staff and supervised field crews related to topographic surveying of existing conditions for future design projects. Communicated with city staff to discuss work scopes and project goals to provide proposals and quality work products in a timely manner.

**2018 CIP Survey and Drafting Services, Glen Ellyn, IL** - CAD Technician/Surveyor provided topographic survey and base plan drafting for over 6,300 feet of right-of-way along residential roadway corridors as well as a 38,000-square foot parking lot. The scope of these projects included combinations of street resurfacing, street reconstruction, water main improvements, storm sewer improvements, sidewalk improvements, and parking lot improvements.

**2017 Roadway Rehabilitation Program Surveying and Drafting Services, Glen Ellyn, IL** - Surveyor for 2,500 feet of route topographic and existing conditions drafting for the Villages 2017 roadway Program. The work was fast tracked, in order for the Village Engineer to complete their design for spring bidding.

**Madison Street and Garfield Street LAPP (LAFO) Projects, Burr Ridge, IL** - CAD Technician / Land Surveyor provided route survey, topographic survey, preparation of plat of Highways and coordination with IDOT Land Acquisition Department for new right-of-way takes. The project includes 11,000 ft of roadway, pavement widening, installation of curb and gutter.

**Western Avenue Infrastructure and Streetscape Enhancements, Lake Forest, IL** - CAD Technician / Surveyor provided boundary and topographic survey, construction lay out, and as-constructed survey services for the reconstruction of the main thoroughfare through the City. The project included 2,500 feet of roadway as well as side streets and intersections.



### Professional Experience:

- Basic ArcView 9.3 Training

### Special Training:

- IDOT, Documentation of Contract Quantities Course  
January 2016 (16-11352)
- UW-Madison 3 Day Course  
Improving Public Works  
Construction Inspection Skills,  
January 2016

### Areas of Expertise:

- Construction Management
- Documentation of Materials / Quantities
- Residential Construction
- Survey
- Scheduling
- Bridge Inspector
- Construction Technology
- Flow monitoring
- Smoke testing
- Dyed water flooding
- Manhole inspection
- Internal television inspection

### Years of Experience:

- 37 years, 27 with ERA



**Rick Tanner**  
CAD Technician

### Project Role:

**Rick Tanner** will serve as primary **Senior CAD Technician** for the topographic survey project for the Village of Downers Grove. He brings 39 years of experience to the team. He will complete all drafting using AUTOCAD 3D to create existing conditions plans. He has also successfully served in this role on recent projects in Naperville, Glen Ellyn, Downers Grove and Lake Forest.

### Project Experience:

**On-Call Professional Surveying Services, Downers Grove, IL** – Senior CAD Technician / Land Surveyor performing diverse surveying tasks required by the Village of Downers Grove staff. CAD Drawings and Survey services vary from watershed, to roadway, to subdivision to large commercial projects.

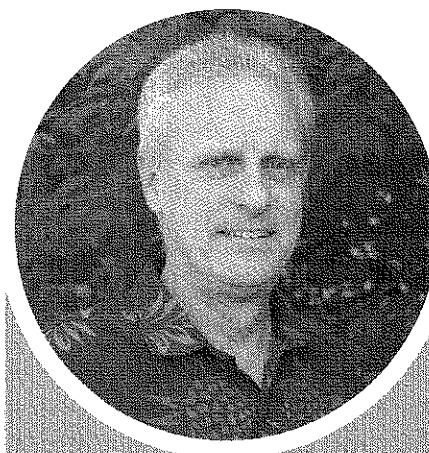
**Brook Drive and Centre Circle Roadway Reconstruction, Downers Grove, IL** - Senior CAD Technician for Phase I and II design engineering for the reconstruction of 5,800 feet of pavement and infrastructure facilities within a commercial/industrial district. Extensive coordination was required with village staff and business owners. The project also included new storm sewer and drainage improvements to alleviate chronic flooding issues.

**Oak Grove Unit 3 Roadway Reconstruction, Downers Grove, IL** – Designer worked on the reconstruction of over 3,000 feet of roadway located in a commercial subdivision with several businesses and restaurants. The project includes complete roadway reconstruction, replacement of existing storm sewers, and installing new street light fixtures.

**Valley View Estates Subdivision, Downers Grove, IL** – Designer for Phase I and Phase II engineering services for the reconstruction of the Valley View Estates residential subdivision. The project included the replacement of over 1.1 miles of HMA pavement to replace a failing Pozzolan base pavement. The project also included the installation of over 1,000 feet of storm sewer and the replacement of 6,000 feet of existing water main.

**Bryant Avenue / Thain's Addition Reconstruction Project, Glen Ellyn, IL** – Senior CAD Technician for Phase II design drawings. The project included the total reconstruction and rehabilitation of over 11,000 feet of HMA and PCC streets.

**Western Avenue Infrastructure and Streetscape Enhancements, Lake Forest, IL** – Senior CAD Technician / Surveyor provided boundary and topographic survey, construction lay out, and as-constructed survey services for the reconstruction of the main thoroughfare through the City of Lake Forest. The project included approximately 2,500 feet of roadway as well as side streets and intersections. Other tasks included, gathering all topographic survey data necessary for the design of the project, cross sections, underground utility investigation for utility services within the right of way and tree inventory.



### Special Training:

Illinois Department of Transportation Documentation

- ICORS
- Construction Inspection
- ArcView 9.3 Training
- Autodesk University

### Areas of Expertise:

- Senior Design Technician responsible for creating construction plans and specifications.
- Resident Engineer / Inspector for municipal projects. Responsible for layout, inspections, and payment to contractor
- Extensive interaction with residents, business owners, contractors, and municipal staff.
- Strong knowledge of IDOT procedures and requirements

### Years of Experience:

- 40 years, 29 with ERA



**Rick Tanner**  
CAD Technician

### Project Experience Continued:

**Naperville Riverwalk Consultant, Naperville, IL** – Senior CAD Technician, since 2006 as part of two six-year assignments as special consultant for the Naperville Riverwalk. Work has included attendance at monthly meetings and oversight of planning, design and construction projects. Projects have included reconstruction of Phase I, Segment 2; replacement of the Millennium Wall; and rehabilitation of the Sesquicentennial Overlook and Gregory Gazebo.

**Parkside-Summerdale Road Reconstruction Project, Glen Ellyn, IL** – Senior CAD Technician for Phase II design drawings. The project included the total reconstruction and rehabilitation of HMA streets, storm sewer water main, lining of existing sanitary sewer reconstruction of a PCC alley serving business and apartment buildings, and the design of a roundabout for traffic calming. Project was awarded APWA 2010 Project of the Year.

**Hawthorne Corridor Improvements Project, Glen Ellyn, IL** – Senior CAD Technician for Phase I and Phase II design services for the complete reconstruction of Hawthorne from Ellyn Avenue to the City of Wheaton boundary, along with several intersecting streets. Project includes improvements to the water main, sanitary sewer, and storm sewer systems. Public coordination will be required with multiple government entities and corridor stakeholders to determine final width of the road.

**SACROW Infrastructure Improvements, Glen Ellyn, IL** – Senior CAD Technician / Designer for Phase II design drawings. The project included the reconstruction and rehabilitation of over 28,500 feet of PCC and HMA streets, new water main, and sanitary sewer lining.

**Western Avenue Infrastructure and Streetscape Enhancements, Lake Forest, IL** – Senior CAD Technician / Surveyor provided boundary and topographic survey, construction lay out, and as-constructed survey services for the reconstruction of the main thoroughfare through the City of Lake Forest. The project included approximately 2,500 feet of roadway as well as side streets and intersections. Other tasks included, gathering all topographic survey data necessary for the design of the project, cross sections, underground utility investigation for utility services within the right of way and tree inventory.

**US 45 Realignment, Rantoul, IL** – Senior CAD Technician for the realignment of an intersection in Rantoul, Illinois, for the Illinois Department of Transportation - District 5. The project included construction of a new roadway, resurfacing, and storm sewer design.

**Greenwood/Oak Dale and Harbor/Linden, Glencoe, IL** – Senior CAD Technician services for the proposed storm sewer improvements. Also needed for the success of this project was Meetings/Coordination, Data Acquisition, Field Survey, Geotechnical Engineering, Wetland Determination/Delineation, Preliminary and Final Plans Specifications and Estimates (PS&E).

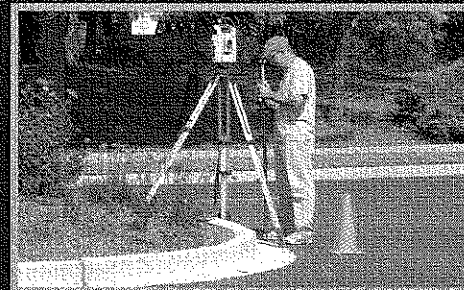
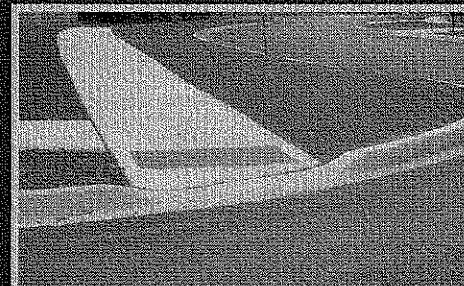
### Professional Experience:

- Engineering Resource Associates  
Senior CAD Technician /  
Resident Inspector  
(1990-Present)
- Pavia-Marting & Co. TBA  
(1987-1990)
- Sargent & Lundy Engineers TBA  
(1982-1987)
- James J. Benes & Associates, Inc.  
TBA (1981-1982)
- City of Evanston, Illinois TBA  
(1980-1981)
- H. W. Lochner, Inc. TBA  
(1978-1980)



## Survey Services Consultant

Village of Downers Grove, IL



### Project Summary

ERA has provided survey services for development sites throughout the Village of Downers Grove. Survey services vary from watershed, to roadway, to subdivision to large commercial projects. This includes survey of both preliminary and final site plans and developments. ERA provided numerous land surveys as well as bathymetric and topographic surveys.

#### *Downers Grove On-Call Land Survey*

ERA has provided on-call land survey services including: topographical measurement, bathymetric surveys, plats of survey, right-of-way topography and as-constructed plans.

#### *Downers Grove Various Watershed Projects*

ERA conducted land survey data acquisition of various stormwater improvement projects throughout the Village including: site specific topographic surveys, stormwater utility routing of entire watershed areas, as well as acquiring elevation data such as rim and invert elevations. ERA also surveyed cross sections of regulatory floodplains in various watersheds using ERAs' state-of-the-art survey equipment.

Over the years ERA has successfully completed bathymetric, topographic and boundary surveys for the Downers Grove Park District which include Fishel Park, Doerhoefer Park, Barth Pond, and Lyman Woods. ERA has provided these services within budget and the time frame requested by the Park District.

### ERA Project Team

Marty Michalisko, PE, CFM, Brian Dusak, PE, Jon Green, PE, CFM |  
Project Managers  
Tim Martinek, PLS | Lead Professional Surveyor  
Blair Woodbury | Survey Crew Chief  
Charles Bacani, S.I.T. | Surveyor  
Rick Costa | Surveyor  
Rick Tanner | CAD Technician  
Cody Frovarp | GIS Specialist

### Project Highlights:

- Nottingham Reconstruction and Water Main Replacement
- St. Joseph Creek Watershed
- Prentiss Creek Sub-Watershed
- Oak Grove Unit 3 Roadway Reconstruction
- Brook Drive and Centre Circle Roadway Reconstruction
- Serving the Downers Grove Park District with many survey projects

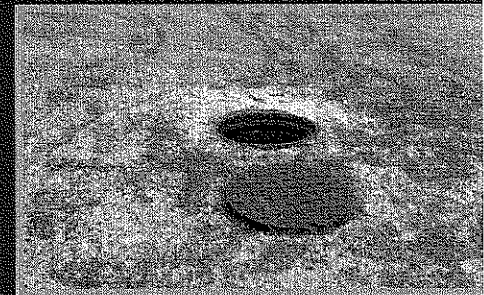
### Project Reference:

Jim Tock, PE, Staff Engineer  
Village of Downers Grove  
Public Works Department  
5101 Walnut Avenue,  
Downers Grove, IL 60515  
Phone: (630) 434-2453  
Email: jtock@downers.us



## Glen Ellyn Surveying and Drafting Services

Village of Glen Ellyn, IL



### Project Summary

ERA has provided surveying and drafting services for capital improvement programs for the Village of Glen Ellyn. Survey and drafting services were provided for various types of projects including roadway rehabilitation and reconstruction, storm sewer improvements, water main improvements, and parking lot and sidewalk improvements.

**2017 Roadway Rehabilitation Program - Survey and Drafting Services:** ERA provided topographic survey and base plan drafting services for over 3,300 feet of right-of-way along primarily residential roadway corridors. The project included street rehabilitation and sidewalk improvements at four locations throughout the Village.

**2018 CIP Survey and Drafting Services:** ERA provided topographic survey and base plan drafting for over 6,300 feet of right-of-way along residential roadway corridors as well as a 38,000-square foot parking lot. The scope of these projects included combinations of street resurfacing, street reconstruction, water main improvements, storm sewer improvements, sidewalk improvements, and parking lot improvements.

### ERA Project Team

Marty Michalisko, PE, CFM  
Principal/Project Manager  
Jon Green, PE, CFM  
President/Project Director  
Tim Martinek, PLS  
Lead Professional Surveyor  
Blair Woodbury | Survey Crew Chief  
Charles Bacant, S.I.T. | Surveyor  
Andy Johnson | Surveyor  
Rick Costa | Surveyor  
Rick Tanner | CAD Technician  
Cody Frovarp | GIS Specialist

### Project Reference:

Tom Topor, PE  
Senior Civil Engineer  
30 South Lambert Road  
Glen Ellyn, IL 60137  
Phone: (630) 547-5520  
Email: ttopor@glenellyn.org

**Completion Dates:** 2017-2018



## 2017-2019 Various Land Surveying Services

City of Naperville, IL

ERA has provided Land Surveying Services for several various work orders including:

**Well Site Fence Layout:** ERA performed records research, boundary measurement, boundary analysis, and property line staking required for accurate installation of new fencing at 2 separate well sites. This work was requested by Mike Warfel, Technical Specialist, City of Naperville Department of Public Utilities – Water.

**Tollway Substation Construction Layout:** ERA performed field measurements of existing equipment foundations located within the Ogden Substation related to establishing existing baselines necessary for staking additional foundations for proposed equipment. ERA provided a layout exhibit, site elevation benchmark, and stakes set at the site to establish the precise location and elevation of 2 new foundations. This work was requested by Brian Groth, Manager of Utility Technology Systems and Substation Engineering, City of Naperville Department of Public Utilities- Electric.

**Tollway Substation Plat of Survey:** ERA performed records research, boundary measurement, boundary analysis, and the preparation of a Plat of Survey of the subject property. The plat was prepared in accordance with the current Illinois minimum standards for boundary surveys. This work was requested by Brian Groth, Manager of Utility Technology Systems and Substation Engineering, City of Naperville Department of Public Utilities- Electric.

**Cress Creek Neighborhood Topographic Survey:** ERA performed a topographic survey of existing conditions related to the future design of storm sewer and water main projects located in the Cress Creek neighborhood. The project's corridors were surveyed to 25 feet beyond the existing right-of-way lines to include existing improvements and underground utility structures and markings. ERA prepared CADD base files utilizing the City of Naperville's standard plan and profile sheets. The drawings also depicted property lines and utility easements based upon the recorded subdivision plats for the project area. This work was requested by Joshua Strait, Senior Civil Environmental Engineer, City of Naperville Department of Public Utilities- Water.

**Ogden Substation Topographic Survey:** ERA performed field measurements related to the dimensions of 3 sets of existing electrical equipment structures. Measurements included the height and location of circuit breaker, foundations and 34.5kV bus. Exhibits were prepared that incorporated photographs of the existing structures and dimensional labeling to accurately depict the requested measurements. This work was requested by Brian Groth, Manager of Utility Technology Systems and Substation Engineering, City of Naperville Department of Public Utilities- Electric.

**Tollway Substation Topographic Survey:** ERA performed field measurements related to the dimensions of existing electrical equipment structures. Measured structures included: baseplates, terminals, foundations, bolt patterns, bolt sizes, and bus height. An exhibit was prepared that incorporated photographs of the existing structures and dimensional labeling to accurately depict the requested measurements. This work was requested by Brian Groth, Manager of Utility Technology Systems and Substation Engineering, City of Naperville Department of Public Utilities-Electric.



### ERA Project Team

**Marty Michalisko, PE, CFM**

Principal/Project Director

**Tim Martinek, PLS**

Lead Professional Surveyor

**Blair Woodbury**

Survey Crew Chief

**Rick Costa**

Survey Crew Chief

**Andrew Johnson**

Survey Crew Chief/CAD Technician

**Charles Bacani, S.I.T.**

Surveyor/CAD Technician

**Collin Graves**

Surveyor/CAD Technician

### Project Reference:

Joshua D. Strait, P.E.

Senior Civil-Environmental Engineer  
Water Utilities

City of Naperville

3612 Plainfield/Naperville Road

Naperville, Illinois 60564

Phone: (630) 305-5373

Email: [straitj@naperville.il.us](mailto:straitj@naperville.il.us)





Cut on Dotted Line ✂

For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 985669





Village of Downers Grove – 2022 Survey Services

**V. PROPOSAL/CONTRACT FORM**

**\*\*\*THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

**Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award**

<b>PROPOSER:</b>	
Engineering Resource Associates, Inc. Company Name	Date: September 23, 2021
3S701 West Avenue, Suite 150 Street Address of Company	mmichalisko@eraconsultants.com Email Address
Warrenville, IL 60555 City, State, Zip	Marty Michalisko Contact Name (Print)
630-393-3060 Business Phone	630-918-0273 24-Hour Telephone
630-393-2152 Fax	 Signature of Officer, Partner or Sole Proprietor
ATTEST:  Signature of Corporation Secretary	Marty Michalisko, Principal Print Name & Title
John Mayer, PE, CFM	

**VILLAGE OF DOWNERS GROVE:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Signature of Village Clerk

\_\_\_\_\_  
Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

Village of Downers Grove – 2022 Survey Services



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Engineering Resource Associates, Inc.

ADDRESS: 3S701 West Avenue, Suite 150

CITY: Warrenville

STATE: Illinois

ZIP: 60555

PHONE: 630-393-3060 FAX: 630-393-2152

TAX ID #(TIN): \_\_\_\_\_

(If you are supplying a social security number, please give your full name.)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TYPE OF ENTITY (CIRCLE ONE):

- Individual
- Sole Proprietor
- Partnership
- Corporation**
- Charitable/Nonprofit
- Limited Liability Company - Member-Managed
- Limited Liability Company- Manager-Managed
- Medical
- Government Agency

SIGNATURE: [Handwritten Signature]

DATE: September 23, 2021

Village of Downers Grove – 2022 Survey Services

**PROPOSER'S CERTIFICATION (page 1 of 3)**

With regard to 2022 Survey Services, Proposer Engineering Resource Associates, Inc. hereby certifies  
(Name of Project) (Name of Proposer)  
the following:

1. Proposer is not barred from bidding this Contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: [Signature]  
Proposer's Authorized Agent

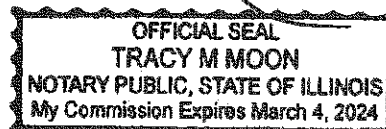
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FEDERAL TAXPAYER IDENTIFICATION NUMBER

or \_\_\_\_\_  
Social Security Number

Subscribed and sworn to before me  
this 23 day of September, 2021.

[Signature]  
Notary Public



Village of Downers Grove – 2022 Survey Services

**PROPOSER'S CERTIFICATION (page 2 of 3)**

(Fill Out Applicable Paragraph Below)

**(a) Corporation**

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of Engineering Resource Associates, Inc., and the full names of its Officers are as follows:

President: Jon Green

Secretary: John Mayer

Treasurer: \_\_\_\_\_

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

**(b) Limited Liability Company (LLC)**

The Bidder is a LLC organized and existing under the laws of the State of \_\_\_\_\_, which operates under the legal name of \_\_\_\_\_, and the full names of its managers or members are as follows:

Manager or Member: \_\_\_\_\_

Manager or Member: \_\_\_\_\_

Manager or Member: \_\_\_\_\_

Manager or Member: \_\_\_\_\_

**(c) Partnership**

Names and Addresses of All Members of Partnership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The partnership does business under the legal name of: \_\_\_\_\_ which name is registered with the office of \_\_\_\_\_ in the State of \_\_\_\_\_.

**PROPOSER'S CERTIFICATION (page 3 of 3)**

Village of Downers Grove – 2022 Survey Services

(d) **Sole Proprietor**

The Proposer is a Sole Proprietor whose full name is: \_\_\_\_\_

and if operating under a trade name, said trade name is: \_\_\_\_\_

which name is registered with the office of \_\_\_\_\_ in the State of \_\_\_\_\_

5. Are you willing to comply with the Village’s preceding insurance requirements within 13 days of the award of the contract?  YES  NO (circle one)

Insurer’s Name Holmes Murphy and Associates

Agent Audrey McNeill

Street Address 311 S.W. Water Street, Suite 211

City, State, Zip Code Peoria, IL 61602-4108

Telephone Number 800-527-9049

**I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.**

Print Name of Company: Engineering Resource Associates, Inc.

Print Name and Title of Authorizing Signature: Marty Michalisko, Principal

Signature: 

Date: September 23, 2021

## Village of Downers Grove -- 2022 Survey Services

<b>Suspension or Debarment Certificate</b>
--

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.

Company Name: Engineering Resource Associates, Inc.

Address: 3S701 West Avenue, Suite 150

City: Warrenville Zip Code: 60555

Telephone: (630) 393-3060 Fax Number: (630) 393-2152

E-mail Address: mmichalisko@eraconsultants.com

Authorized Company Signature: 

(Print )Name: Marty Michalisko Title of Official: Principal

Date: September 23, 2021

Village of Downers Grove -- 2022 Survey Services

**Campaign Disclosure Certificate**

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

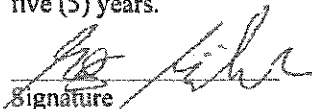
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Proposer/vendor has not contributed to any elected Village position within the last five (5) years.

  
Signature

Marty Michalisko  
Print Name

Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: \_\_\_\_\_  
(company or individual)

To whom contribution was made: \_\_\_\_\_

Year contribution made: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Village of Downers Grove – 2022 Survey Services

EXHIBIT A

Puffer Road from Hobson Road to 61<sup>st</sup> Street (1,325')  
Chase Avenue from Hobson Road to 63<sup>rd</sup> Street (2,300')  
Janes Avenue from Hobson Road to 63<sup>rd</sup> Street (1,700')



Village of Downers Grove – 2022 Survey Services

Woodward Avenue from 63<sup>rd</sup> Street to South Village Limit (2,600')

